

**MOTOR VEHICLE
OPERATOR
WG-5703-08**

**TRANSPORTATION
OPERATIONS**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Motor Vehicle Operator, WG-5703-08

Purpose of position:

The purpose of this position is the operation of a variety of gasoline, diesel, or electric powered wheeled vehicles.

Organization:

Transportation Branch

Organization goals:**II. MAJOR DUTIES****A. Duty:**

Drive one or more trucks, such as platform trucks, van trucks, stake trucks or dump trucks, which typically have a GVW over 32,000 pounds, on public roads at highway speeds. (25%)

Tasks:

1. Operates trucks to transport supplies, materials, equipment and tools or to tow equipment. Performs driving assignments on the basis of specific trip assignments or regular schedules over public roads at highway speeds. Work can involve maneuvering trucks over rough terrain, over improved or unimproved roads, in close quarters, and in heavy traffic on both long and short hauls. It requires exercising caution when backing to load or unload at docks, ramps or similar locations.

2. Determines the manner and sequence of loading cargo to achieve load balance and adequate protection for fragile items. Ensures that cargo is properly distributed, secured and protected from the weather. Operates power take off equipment such as hydraulic dumping mechanisms.

3. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and cleaning and washing vehicles.

4. Completes trip tickets and preventive maintenance records.

B. Duty:

Drive one or more passenger buses which carry 16 or more passengers, on regularly scheduled routes or specific trip assignments, at highway speeds. (20%)

Tasks:

1. Operates buses to transport passengers from one point to another. Buses are driven over public roads at highway speeds. They typically carry more than 16 passengers. Driving assignments include urban and rural areas on Federal, state and county roads and city streets in all traffic conditions.

2. Ensures that passengers follow safety rules and regulations. Checks I.D. cards or other authorization for shuttle passengers.
3. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and cleaning and washing vehicles.
4. Completes trip tickets and preventive maintenance records.

C. Duty:

Prepares course material for short, repetitive, and normally highly structured courses or a designated unit of a longer and more complex course. Suggests changes of a primarily procedural nature. Occasionally makes substantive recommendations. (45%)

Tasks:

1. Reviews course material to ensure currency, adequacy, and accuracy of course documents.
2. Develops basic course materials such as study guides, visual aids, simple simulations (mock ups and models), written tests, proficiency charts, training aids, and course outlines.
3. Suggests changes of a procedural nature, and occasionally makes substantive recommendations to accommodate changes in student population, training requirements, equipment, tactics, or organizational structure.

D. Duty:

Performs other duties as assigned. (10%)

E. Other Work Requirements

1. This is a Testing Designated Position. The employee is subject to random drug testing.
2. This position requires the employee to drive a motor vehicle. Employee must possess a valid California Commercial Driver's License (CDL) for vehicles class "A" and GVW 26001 lbs or more with Hazardous Materials endorsement and possess or have the ability to obtain a government operator's license.

III. CLASSIFICATION FACTORS**Factor 1. Knowledge**

1. Work requires skill in manipulating very large vehicles with heavy loads, including starting, stopping, backing, and driving vehicles in all types of traffic and road conditions.

Knowledge of the height, width, length, and weight of the vehicles in order to judge overhead and side clearances, the turning radius, braking distance, and the safest distance to be maintained from other vehicles.

Knowledge of State and local safety rules and regulations for operating vehicles. Skill in defensive driving techniques. Skill to recognize developing hazardous road and traffic conditions, and the judgment to adjust

driving methods to the practices of surrounding traffic, and to select alternate routes to avoid potential problems.

Skill in reading and understanding road maps and other locator documents, and in determining the shortest and safest route for both short and long runs, considering the height and weight of the vehicle relative to overpass clearances and legal restrictions.

Knowledge of the operator's manual for assigned vehicles. Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.

2. Skill in loading and arranging cargo properly onto the vehicle, using appropriate tie-downs such as chains, binders, or straps for safe transit on public roads at highway speeds or under similar driving circumstances.

Drivers of dump trucks must have skill in manipulating the hydraulic controls to raise and lower the bed of the truck, and the ability to adjust the tailgate for spreading construction material from the dump truck bed. Work requires skill in using side mirrors and responding to hand signals from a spotter to maneuver the vehicle.

Drivers of vehicles equipped with a power takeoff devices, such as large snow blowers or very large snow plows with rollover of v-blades for removing deep snow require skill in their operation, including transfer of engine power to the equipment, and skill in manipulating controls and knowledge of gauges.

3. Knowledge of safe braking distances for passenger buses, considering of the weight and size of the bus and the added weight of the passengers.

4. Practical knowledge of assigned subject-matter in order to conduct highly structured, short, repetitive courses or course units. This knowledge is also required to make recommendations for procedural course changes.

5. Knowledge of the basic methods and techniques of instruction in order to conduct short, repetitive, highly structured courses.

Factor 2. Responsibility

Instructions are received from the dispatcher or supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. The driver is responsible for the safe transport of passengers and/or cargo throughout rural or urban areas on public roads in a full range of traffic conditions. Responsibility includes route selection, considering the size and weight of the vehicle, and the safe loading and unloading of vehicles which can carry bulky and cumbersome cargo. Driving proficiency is assessed in terms of safe and expeditious completion of the assigned job. Trip tickets are examined for compliance with regulations and for completeness. Motor coach drivers have custody of the motor coach throughout the trip and are responsible for performing preventive maintenance, arranging for towing and unexpected repairs, and making parking or storage arrangements.

Factor 3. Physical Effort

Work requires moderate physical effort in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls, especially when backing vehicles. Truck driving requires moderate physical effort in the frequent handling of heavier objects while loading cargo with the assistance of other workers or weight handling equipment. It requires moderate to heavy physical effort in climbing on tractors to hook up service lines, lower landing gears, and climbing on the trailer to load or tie down cargo. Considerable physical effort may be required to change tires, and to make limited emergency repairs.

Factor 4. Working Conditions

Drivers work mostly outside and operate vehicles in all kinds of traffic and weather on public roads, and are exposed to the danger of serious accidents. Drivers are exposed to dirt and fumes, and to the possibility of cuts, bruises, and broken bones as a result of accidents when loading and unloading the vehicle. They drive in heavy traffic and at highway speeds over complicated road and interchange systems.

III. CLASSIFICATION SUMMARY

In this position:

One or more duties in this position are based on series data from a different pay plan than the pay plan which is predominant for the position and have not been evaluated. If these duties constitute more than 25% of the position's time, you may want to consult with a classification specialist to determine if there is any impact on the appropriate pay

Duty A. 25% WG-5703-08 Motor Vehicle Operator
Operating In-Line Trucks

Duty B. 20% WG-5703-07 Motor Vehicle Operator
Operating Passenger Vehicles, Vans and Buses

Duty C. 45% GS-1712-07 Training Instructor
Course Material Research, Development, and Update

List of Modified Duties and Factors:

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

U.S. OPM FWS Job Grading Standard, Motor Vehicle Operator, WG-5703; TS-61, dtd April 1991.

The classification criteria is contained in the OPM Position Classification Standard (PCS) for the Training Instruction Series, GS-1712 (TS-104, dated May 1991). The grade level criteria is contained in Part I of the OPM Grade Level Guide for Instructional Work (TS-90, dated March 1989).

Grade: WG-08

IV. CLASSIFICATION REMARKS:

The higher Pay Grade is in the Wage Grade system. 45% of the workload is wage grade work. In addition, the instructional work is closely related to the WG classified work. Consequently, the grade for this position remains WG-08.

Duty B has been edited to remove ambulance and patient references. Not grade controlling.